

# Engineering Student Advisory Board Student Programs Fund Application Contingency

The purpose of the Engineering Student Advisory Board (eSAB) is to oversee general College of Engineering programs, student activities, and other concerns of the College's students. In addition, eSAB shall represent engineering students to the faculty and deans of the College and to the citizens of Nebraska.

The purpose of the Student Programs Fund (SPF) is to encourage College of Engineering student groups to create interesting, unique, and meaningful opportunities for College of Engineering students.

## **Examples of appropriate programs are:**

- Hosting a speaker
- Attending or hosting conferences of organizations like yours
- Facilities rental
- Design team start-up

## **Guidelines for application:**

- As a general rule, only UNL College of Engineering student groups in good standing (according to the ASUN Recognized Student Organization list) and having a current eSAB Representative, in good standing, will be approved to receive SPF monies.
- Grants may be applied for in amounts up to \$5000. A student group may not receive more than one contingency grant in a span of two academic years. If a student group requires funding in excess of \$5000 this will require a discussion between the requesting group, the eSAB executive team, and the College of Engineering administration.
- Grant proposals must be approved by a majority of the eSAB executive team and advisors in order to be awarded. eSAB may choose to award less than requested.
- Grants will not be awarded for activities that appear primarily social in nature.
- Grants will only be awarded for events during term applied for.
- Your group will be responsible for covering the cost initially, and will be reimbursed as outlined in the grant allocation procedure on page 2.

## **Application tips:**

- Your application must be complete to be considered.
- Make the budget as detailed as possible, itemizing all expected revenue and expenses. Remember that  $\text{income} = (\text{revenue} - \text{expenses})$ . You are encouraged, but not limited, to use an example budget provided by the eSAB Treasurer.
- Where unsure, error on the side of **completeness and detail** in describing the program or event.
- If an item needs to be left unanswered, explain why it is left unanswered.

### **Grant allocation procedure:**

1. Complete the application form and email it and all documents as attachments to [engineeringsab@gmail.com](mailto:engineeringsab@gmail.com).
2. The eSAB Treasurer will handle initial review of the proposal. If needed, he or she may request additional information or clarification at that time.
3. After initial review, a representative from your group will be asked to present your proposal to a meeting of the eSAB executive team.
4. The presentation will consist of only a 4 Square Chart, an example chart has been emailed to you for reference.
5. The eSAB executive team and advisors will discuss and vote on the proposal and your representative will be notified of eSAB's decision within one week.
6. If your grant proposal is approved, eSAB will transfer the funds to your organization's SOFS account once all bills, contracts, and other financial documents pertinent to the SPF allocation have been supplied to the eSAB Treasurer.
7. University policy dictates that all receipts/documentation must be processed by the SOFS office within 60 days from the date on the receipt (not the date of the event). **All receipts/documentation must be turned in to the eSAB treasurer within 45 days of the date on the receipt** to allow time to meet university policy. If documentation is not received within this time the SPF grant will be considered void and the funds will not be transferred. Receipts/documentation do not need to be turned in all at once, but all receipts need to be submitted before the end of the academic year.
8. Receipts/documentation can be handed directly to the treasurer at the eSAB general meeting, or anywhere prearranged with the eSAB treasurer.

## eSAB Student Programs Fund Application Form

Office Use Only
Received:
Reviewed:
Granted Denied
Amount:
Disbursed: ___ / ___ / _____

Organization Name:	
Contact Person:	
Contact's Position in Organization:	
Address:	Phone Number:
	Email:
Faculty/Staff Advisor:	
Office:	Phone Number:
	Email:
Organization SOFS Account Number:	

### · Event Information ·

Program Title:			
Date:	Time:		Location:
Dollar amount pledged from sponsoring department:		Dollar amount requested from SPF:	
SPF funds going toward:			

Things required:

1. Please provide a brief essay explaining what this funding will be used for.
2. Be prepared to answer the following questions during your presentation:
  - What is the purpose of your organization and/or this program?
  - Has your organization attempted this before? How recently?
  - What is the expected attendance? Who will be in attendance?
  - How does this program benefit CoE students and/or the college as a whole?
  - What will your group do to advertise and/or raise funds for this program?
3. Submit an itemized planning budget, including the amount requested from this fund, amount pledged from the organization's sponsoring department, and other funding sources.
4. Finally, complete a 4 Square Chart, which will be used as your presentation material for the SPF Meeting.

Fill the application out and send as all documents as attachments to eSAB at [engineeringsab@gmail.com](mailto:engineeringsab@gmail.com) and we will confirm via e-mail to you and your advisor.